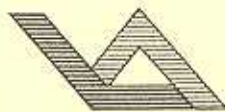




RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

KENTUCKY JUSTICE CABINET
 Agency
 Dept of Criminal Justice Training
 Unit

July 1982
 Schedule Date
 March 1990
 Change Date
 March 8, 1990
 Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Paul McKinnis
 Agency Head

2-20-90
 Date of Approval

Charles R. Sayre
 Agency Records Officer

2/20/90
 Date of Approval

Richard R. Reeder
 State Archivist and Records Administrator
 Director, Public Records Division

2-15-1990
 Date of Approval

[Signature]
 Chairman, Archives and Records Commission

3/12/90
 Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Luan Jones Turner
 Records Analyst/Regional Administrator

2/15/90
 Date of Approval

Charles A. Robb
 Appraisal Archivist

2/15/90
 Date of Approval

Wiana Moser
 State/Local Records Branch Manager

2/15/90
 Date of Approval

The determination as set forth meets with my approval.

Bob Babbage by Regina Grubbs
 Auditor of Public Accounts

3/6/90
 Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: July 01, 1982

STATE AGENCY RECORDS
RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Administrative

Records Title Series and Description		Function and Use	Contents	Retention Disposition Instruction		
02916	Comprehensive Course File - (Includes final class grade roster) (C) KRS 61.878 (e) Change Date: 12/14/1989 (V)	This series documents course work completed by all law enforcement officers for each calendar year and the principles of law enforcement training. It is necessary if an officer's actions during the line of duty become questioned or become a part of litigation. His actions are compared with the curriculum presented during training and will influence whether they are deemed as appropriate. The course work is also used as the basis for changing the curriculum to include new techniques and/or technology. It is now used to compile trainee transcripts as requested.	Series contains: final class grade roster; course schedule; copy of test administered or numerical list indicating test bank questions used; notice of failure; attendance records indicating absenteeism only; method of grade calculation used; miscellaneous correspondence	Agency: 45 Destroy	Records Center:	Archives Center:
02918	Application for Participation File - (Includes application, inquiries, correspondence for fiscal year) Change Date: 6/1/1985	This series documents the application by local police departments for participation in the Kentucky Law Enforcement Foundation Program Fund (KLEFPF). KLEFPF provides financial benefits to employees who participate in training or educational incentives contained in the program. Applications are submitted yearly. It remains active until the local police unit fails to participate for a one year period. To become active again it must reapply for participation in the program.	Series contains: application; all correspondence received from the agency for that fiscal year; all correspondence, confirmation, and inquiries made to the agency from KLEFPF	Agency: 1 Destroy 1972-1981 records after seven years. Destroy post-1981 records seven years after becoming inactive, and audit	Records Center:	Archives Center:
02919	Certificate of Receipt Change Date: 6/1/1985			Agency: 3 Destroy after audit	Records Center:	Archives Center:
02920	KLEFPF Reimbursement File Change Date: 3/8/1990	This series is used to document the monthly amounts that have been paid by local law enforcement agencies for distribution to departmental personnel eligible to receive Foundation funds. The Kentucky Law Enforcement Foundation Program Fund (KLEFPF) is established by KRS Ch. 15.430 and consists of appropriations from the General Fund of Kentucky and insurance premium surcharges which accrue to this fund. The funding is used as pay incentive to law enforcement officers in Kentucky with the requirement that yearly training be completed. It documents that the participating agency has paid the incentive monies and establishes request for reimbursement by KLEFPF to occur. The file also reflects changes in personnel or payments that have taken place within the last month.	Series contains: department name; address; officer name; social security number; position code; resignation code; basic training start and completion dates; latest in-service training date; year-to-date incentive amount; fiscal year monthly payment amounts; department totals; for incentive and retirement; amount of check; grand total; changes in personnel notations	Agency: 3 Destroy after audit	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Administrative

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02921	Quarterly Fiscal Progress Reports - (Includes: police training incentive forms KLEFPF-5 and 5A, KLEFPF-8, and participants report of education completed for quarter) Change Date: 6/1/1985	This series documents three forms summarizing financial transactions and training made by departmental staff each quarter for the Kentucky Law Enforcement Foundation Program Fund (KLEFPF).	Series contains: form 1) summary of previous balance on hand; receipts; expenditures; present balance on hand; form 2) itemized expenditures of total disbursements within the quarter; form 3) training completed of any officer in the department	Agency: 3	Records Center:	Archives Center:
Destroy after audit						
03546	KLEFPF Check File Change Date: 12/14/1989	This series documents the monthly amounts received by local law enforcement agencies to be distributed to departmental personnel eligible to receive KLEFPF funds. The Kentucky Law Enforcement Foundation Program Fund is established by KRS Chapter 15.430 and consists of appropriations from the General Fund of Kentucky and insurance premium surcharges which accrue to this fund. It is used as pay incentive to law enforcement officers in Kentucky with the requirement that yearly training be completed. The information provides for a computer tape that is sent to the Department of Treasury so that checks may be cut to complete the payment process.	Series contains: unit number; social security number; record code; unit name; fiscal year; unit codes; region; county; class; total officers; payment amount; number of payments; funds remaining; pay date; disbursements	Agency: 1	Records Center:	Archives Center:
Delete entries from system after audit						
02922	Special Voucher/Check Listing Change Date: 6/1/1985	This series documents the request of payment from the department to the Finance Cabinet for itemized disbursements related to criminal justice training.	Series contains: itemized check listing reflecting check number; amounts disbursed to the department from the Department of the Treasury; attachment from Treasury reflecting warrants(s)	Agency: 3	Records Center:	Archives Center:
Destroy after audit						
02923	Return Pay-in Vouchers Change Date: 6/1/1985	This series documents the receipt of refunds for disbursement that are returned to local units from the Kentucky Law Enforcement Foundation Program Fund (KLEFPF). It records the financial accounts of local law enforcement units of which funds from KLEFPF are paid into.	Series contains: date; department; division; fund name; name of account; total amount reimbursed; name of officer applied to; account numbers; amounts; description (local units); correspondence	Agency: 3	Records Center:	Archives Center:
Destroy after audit						

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Administrative

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02924	KLEFPF Compliance Audit Correspondence File Change Date: 3/8/1990	This series documents compliance with regular accounting procedures by law enforcement agencies participating in the Kentucky Law Enforcement Foundation Program Fund (KLEFPF). It is established by KRS Ch. 15.430 and consists of appropriations from the General Fund of Kentucky and insurance premium surcharges which accrue to this fund. The funding is used as pay incentive to law enforcement officers in Kentucky with the requirement that yearly training be completed. Participating agencies pay the incentive and then request reimbursement through KLEFPF Reimbursement File (02920), therefore, the Justice Cabinet audits the procedures whereby the monies are paid. It is used to notify the agency of any discrepancies found or if all procedures were being administered correctly.	Series contains: correspondence of findings	Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
02928	Master Training File - (Printout) (MRR) (Printout-MRR)(V) Change Date: 6/1/1985 (V)	This series documents the complete training history of each police officer participating in the Kentucky Law Enforcement Foundation Program Fund (KLEFPF). They receive pay incentives for required training each year of participation in the program.	Series contains: training history; social security number; record number; education level; name of police officer; name of local training agency; completion date; hours; title of course	Agency: 1	Records Center:	Archives Center:
				Destroy when updated report is verified		
02929	Overdue/Extended Training List - (Printout) (MRR) Change Date: 6/1/1985 (V)	This series documents training information for participating police officers in the Kentucky Law Enforcement Foundation Program Fund (KLEFPF). It lists any overdue hours of in-service training officers need to complete and any hours which may have been extended, for later completion.	Series contains: local unit number; local unit name; social security number; officer name; position code; date employed; basic training completed; latest in-service; delinquent training	Agency: 1	Records Center:	Archives Center:
				Destroy when updated report is verified		
03185	Transcript Release Form Change Date: 12/10/1987	This series documents the release of any police officer's training record that may be participating in the Kentucky Law Enforcement Foundation Program Fund (KLEFPF).	Series contains: officer's name; social security number; address for release to be mailed to; officer's signature; date	Agency: 1	Records Center:	Archives Center:
				Destroy		
03606	Instructor Information Database - (Electronic) Change Date: 12/14/1989	This series documents the credentials of all training instructors. It tracks instructor training qualifications and certification by the Kentucky Law Enforcement Council, and monitors past training completed, specialties, and influences in curriculum areas that each instructor is allowed to teach. It is also used to streamline work assignments, requirements, and expectations.	Series contains: social security number; certified subject; instructor name; certificate number; certification date; expiration date; agency; home phone; home address; office phone	Agency: 1	Records Center:	Archives Center:
				Delete entries three years after individual's certification expires		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Administrative

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03607	Catalog of Courses Database - (Electronic) Change Date: 12/14/1989	This series documents class descriptions and intended schedules for each calendar year. It is used to compile a catalog of courses that is distributed to law enforcement agencies statewide so that each department can schedule its officers' yearly training. The information is also used to allow the Department of Criminal Justice Training to have administrative control of its courses and schedules.	Series contains: date of course; type of course (description); course number; course title; instructor hours; minimum and maximum number of students allowed; location of course; assigned instructor; prerequisites	Agency: 1	Records Center:	Archives Center:
				Delete entries at end of each calendar year		
03608	Class Schedule Database - (Electronic) Change Date: 12/14/1989	This series documents the courses taught yearly at the Department of Criminal Justice Training. It is used to track which instructor taught which subject on any given date. The information is transferred yearly to the Comprehensive Course Folder (02916) where it is maintained long term and gives a schedule of activities for each class. It is captured elsewhere and since class schedules change yearly, the data is deleted at the end of each calendar year so as to avoid overload on data storage.	Series contains: section number; course number; course title; beginning date; ending date; course location; coordinator; training week number; start date; objective number; subject; beginning time; ending time	Agency: 1	Records Center:	Archives Center:
				Delete entries at end of each calendar year		
03609	Course File Database - (Electronic) Change Date: 12/14/1989	This series documents the registration of law enforcement officers for training. The information in this data base is provided by the individual or his employing agency. It is received by Central Registration and the applicant is either approved for training or not. Confirmation of either action is returned to the applicant. If accepted, his expected participation is tracked through this data. Hard copy information is not retained, but entered into the database and manipulated electronically.	Series contains: agency number; employment date; rank; status; sex; race; agency type; Kentucky Law Enforcement Foundation Program Fund indicator; date of birth; name; home phone; home address; department; department address; social security number; course number; beginning and ending date; location; housing indicator; course title; course status	Agency: 1	Records Center:	Archives Center:
				Delete entries at end of each calendar year		
03610	Breath Test Operator Database - (Electronic) Change Date: 12/14/1989	This series documents the certification of breath test operators statewide. The courts generally will dismiss a case against a defendant if the operator of the breathalyzer (device used to measure alcohol use by the subject) has not received updated training during the last two years. Therefore, it tracks current certified operators' training dates while allowing instructors to plan for future training needs. New data is entered upon successful completion of the training needed to become a certified operator. Updates occur as re-certification is completed. Certification is administered by the Department through the Kentucky Law Enforcement Council.	Series contains: social security number; name; department; region; initial certification date; re-certification date; instrument indicator; status	Agency: 1	Records Center:	Archives Center:
				Delete entries six years after termination of employment date, or upon notification of death		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Administrative

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03611	Communications/Dispatchers Certification Database - (Electronic) Change Date: 12/14/1989	This series documents the certification and performance of communications specialists and/or dispatchers that receive training through this department. As stated in KRS Ch. 15.560(2), all telecommunications staff are required to complete yearly training. The database provides for administrative tracking of past participation and for instructors to plan for future training needs. New data is entered upon successful completion of required training. Updates occur as re-certification is completed.	Series contains: social security number; name; department; remarks; initial certification date; re-certification date; type of certification	Agency: I	Records Center:	Archives Center:
				Delete entries six years after termination of employment date		
03612	Trainee Information Database - (Electronic) Change Date: 12/14/1989	This series documents all current biographical data on trainees and is used for reference and comparison to course applications. It acts basically as a client database. Upon verification of changes in address, workplace, etc., this database is updated. New trainee data is entered directly from the course application submitted by the law enforcement agency requesting the training.	Series contains: course number; date; agency number; social security number; rank status; sex; race; employment date; date of birth; age; height; weight; education; military veteran indicator; law enforcement experience; name; home address; home phone; agency type; county; area development district; department name; department address; department phone	Agency: I	Records Center:	Archives Center:
				Delete entries six years after termination of employment date, or upon notification of death		
03613	Grades Database - (Electronic) (C) KRS 61.878 (a) Change Date: 12/14/1989	This series documents law enforcement academic performance for trainees during each calendar year. It tracks classes completed and records the final grades received. Approximately 10,000 officers are trained each year. Upon completion of each course the data is merged with the Transcript Database (03614)	Series contains: social security number; name; score or grade; course number; course title; beginning date; completion date; course location; course status	Agency: 1	Records Center:	Archives Center:
				Delete entries at end of each calendar year, after verifying data has been		
03614	Transcript Database - (Electronic) (C) KRS 61.878 (a) Change Date: 12/14/1989	This series documents officer training throughout his law enforcement career. It is used to monitor Kentucky Law Enforcement Foundation Program Fund (KLEFPF) pay incentive participation while allowing verification of successful completion of the training course required to qualify. KLEFPF is established by KRS Ch.15.430. It consists of appropriations from the General Fund of Kentucky and insurance premium surcharges which accrue to this fund. The series can be used to create a transcript of training if the trainee requests one.	Series contains: social security number; name; agency number; course number; course title; course status; date of completion; final score; final grade	Agency: I	Records Center:	Archives Center:
				Delete entries six years after termination of employment date, or upon notification of death		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Administrative
Director's Office

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02914	Grants			Agency: P	Records Center:	Archives Center:
				Retain in agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Administrative
Planning/Development/Evaluation

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02930	Comprehensive Survey			Agency: P	Records Center:	Archives Center: P
				Retain in agency. Transfer two copies to the State Archives Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Commissioner's Office

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02904	Policy Memoranda			Agency: I	Records Center:	Archives Center:
				Retain one copy permanently. Destroy other copies when no longer useful		
02913	Approved Curricula Files			Agency: P	Records Center:	Archives Center:
				Retain in agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Commissioner's Office
Executive's Staff Advisor

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02905	Insurance Policies on Mobile Unit			Agency: 1	Records Center:	Archives Center:
				Destroy after expiration of policy		
02906	Grants - (Duplicate - original in Fiscal Services)			Agency: 1	Records Center:	Archives Center:
				Destroy after final grant papers submitted		
02907	Press Releases			Agency: 2	Records Center:	Archives Center:
				Destroy		
02908	Work Requests - (For Eastern Kentucky University)			Agency: 2	Records Center:	Archives Center:
				Destroy		
02909	Forms and Handouts			Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful		
02910	Inventory - (A. weapons; B. supplies; C. ammunition)			Agency: 1	Records Center:	Archives Center:
				Destroy when superseded		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Training Support
Assistant Director

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02936	Grant Information Files - (Also includes grant applications)			Agency: P	Records Center:	Archives Center:
				Retain in agency. After microfilming, records may be destroyed in accordance with instructions contained in the general agreements		
02937	Billings to Trainees			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
02938	Law Enforcement Meal Rosters			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
02939	Critiques of Instructions - (Beginning July 1981)			Agency: 1	Records Center:	Archives Center:
				Destroy		
02940	Vehicle Reports and Records			Agency: I	Records Center:	Archives Center:
				Destroy upon disposition of vehicle		
02941	Incident File - (Disciplinary hearings, injury file, personnel)			Agency: P	Records Center:	Archives Center:
				Retain in agency. After microfilming, records may be destroyed in accordance with instructions contained in the general agreements		
02942	Law Enforcement Course Curricula - (Originals and proposals)			Agency: P	Records Center:	Archives Center:
				Retain in agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Training Support
Assistant Director

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02943	Instructor's Remunerations			Agency: 2	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Training Support
Basic Training

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02944	Application Files			Agency: P	Records Center:	Archives Center:
				Retain in agency		
02945	Course Completion Files			Agency: P	Records Center:	Archives Center:
				Retain in agency		
02946	Photographs			Agency: P	Records Center:	Archives Center:
				Retain in agency		
02947	Curricula for Cadet Classes			Agency: P	Records Center:	Archives Center:
				Retain in agency		
02948	Class Files			Agency: P	Records Center:	Archives Center:
				Retain in agency		
02949	Coroner Training Material			Agency: I	Records Center:	Archives Center:
				Destroy when obsolete		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Training Support
Director's Office

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
02931	Financial Ledger			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
02932	Membership List for Kentucky Law Enforcement Council and National Association of State Directors of Law Enforcement Training			Agency: P	Records Center:	Archives Center:
				Retain in agency		
02933	Grant Applications and Information			Agency: 3	Records Center:	Archives Center:
				Destroy		
02934	Reports of 1978 Mobile Unit Fire			Agency: P	Records Center:	Archives Center:
				Retain in agency		
02935	Budget Information Files			Agency: 3	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Training Support
Louisville In-Service Training

Retention

Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
02956	Kentucky Law Enforcement Council Administrative Regulations - (Duplicate)			Agency: 1	Records Center:	Archives Center:
				Destroy when updated		
02957	Class Roster and Grade Sheets - (Duplicate) Change Date: 3/1/1984			Agency: 1	Records Center:	Archives Center:
				Destroy		
02958	Test for In- Service			Agency: 1	Records Center:	Archives Center:
				Destroy		
02959	Court Attendance Records for Students			Agency: 1	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Justice and Public Safety
Criminal Justice Training
Training Support
Richmond In-Service Training

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
02950	Class Roster and Grade Sheets - (Duplicate) Change Date: 3/1/1984			Agency: 1	Records Center:	Archives Center:
				Destroy		
02951	Curricula for Cadet Classes			Agency: P	Records Center:	Archives Center:
				Retain in agency		
02952	Photograph File			Agency: P	Records Center:	Archives Center:
				Retain in agency		
02953	Class Proposals			Agency: P	Records Center:	Archives Center:
				Retain in agency		
02954	Class Rosters and Grade Sheets Change Date: 6/1/1984			Agency: P	Records Center:	Archives Center:
				Retain in agency		
02955	Special Agencies Training Material Change Date: 6/1/1984			Agency: I	Records Center:	Archives Center:
				Destroy when obsolete		